

**Philip Tory's**

**Technical Writing and Training**

**Hints and Tips Bulletin**

**How to start Page  
Numbering after  
the Table of Contents**

## How do you make Page Numbering start at 'Page 1', after the Table of Contents page?

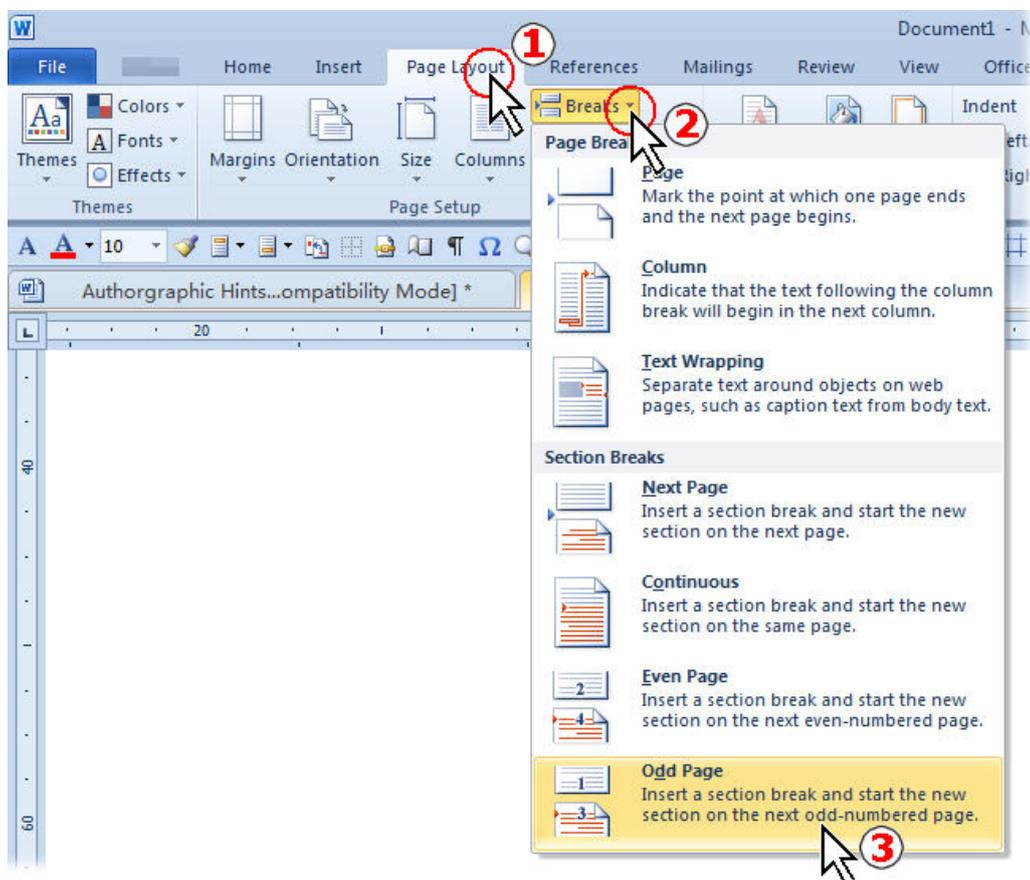
### Scenario

Suppose your document has a Cover page, then a couple of pages of Table of Contents. Then you start your first chapter, and you want the page numbering to begin at the first page of the first chapter.

### Insert a Section Break

Insert a Section Break immediately before the first chapter.

- Select menu > ① Page Layout > ② Breaks > and select ③ Even page or Odd page as required:



Example from Word 2010

This inserts the section break. (If you had previously started the first chapter with a Page Break, then delete the Page Break).

### Insert Page Numbers

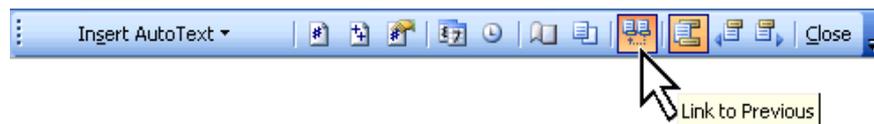
Double click on the footer (bottom edge of the page in your first chapter) to open it for editing.

- Now that you are in the footer, type "Page " and then select menu > Insert > Field.

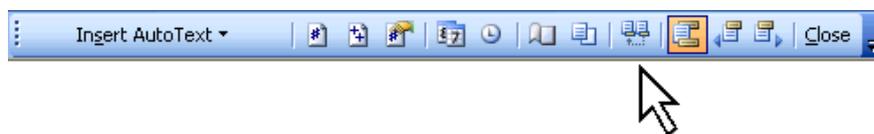
- Scroll down the **Field Names** list, select Page, and click **OK**. This inserts the page number, so that it now shows, for example, "**Page 3**" – in this example, the page number shows the third page of the document.

By default, when you insert a section break, the footer for the new section automatically links to the previous section. You now need to un-link this new footer from the previous section.

- Locate the **Header-and-Footer toolbar**. The **Link-to-Previous** button is already highlighted, showing the link is active:



- Click the button once, move the mouse away, and the highlighting disappears:

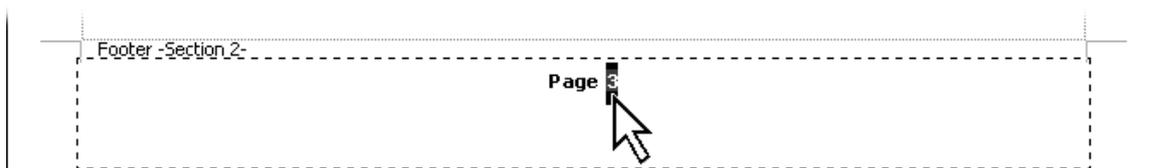


The footer is now separate from the previous section footer. (If you don't want any page numbering on previous pages, you can now go to the previous footer and delete them).

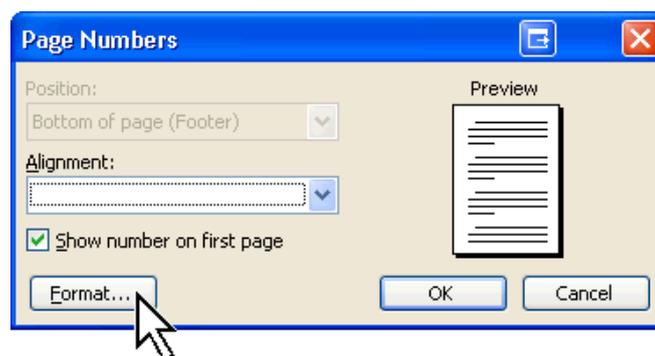
### Set the page number to 1

Next, change the formatting of the page number field.

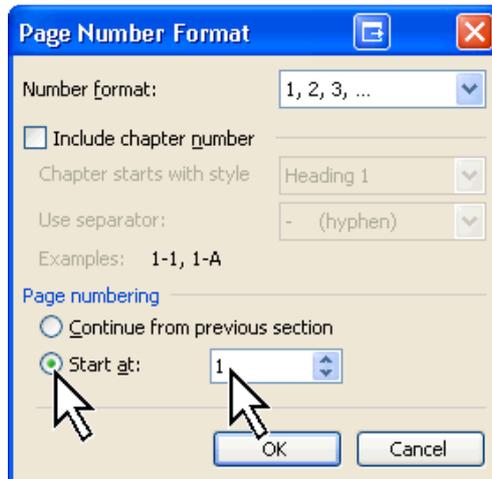
- With the mouse, highlight **just the Page Number field**.



- Select **menu > Insert > Page Numbers**. The Page Numbers screen appears:

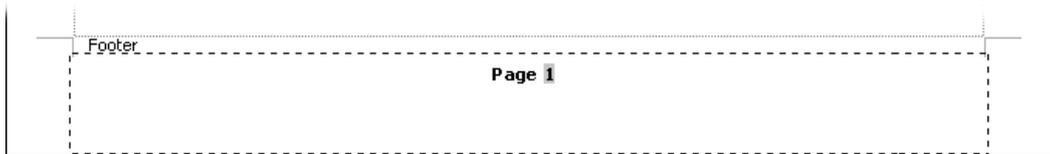


- Click on the **Format** button and the **Page Number Format** screen appears:



- Click to select **Start At** and then make sure the number selected is **1**. Then click **OK**, and **OK** again at the next screen.

This now changes the page numbering to start at the first page of your first chapter:



## How do you make it show "Page 23 of 72" etc?

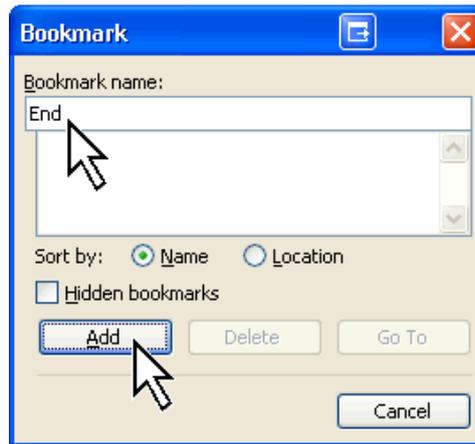
You now need a way to show the page number of the last page.

- Use **Ctrl+End** to go to the end of your document. You now need to insert something at the very end, to which you can apply a **bookmark**. I recommend you type something like this:

— End —

- To bookmark this text, highlight the word **End** and select **menu > Insert > Bookmark**. The **Bookmark** screen appears:

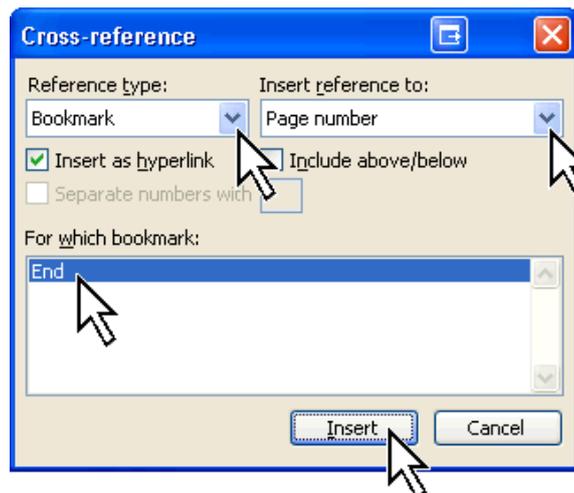
- Bookmark name: Type **End** and click **Add**:



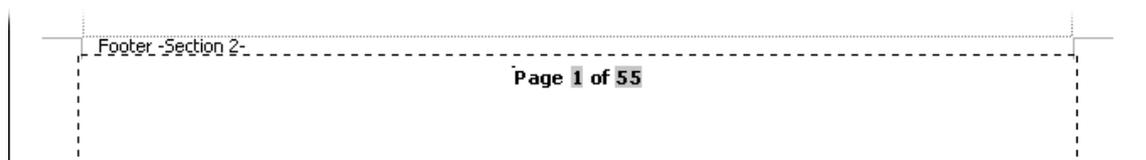
This has now tagged the last page with a bookmark.

## Footer

- Go into the Footer as before and add text so that it shows "**Page n of** ".
- At the end of the line, select menu > Insert > Reference > Cross-Reference. The Cross-Reference screen appears:



- Reference Type: select Bookmark.
- Insert reference to: select Page Number.
- **For which bookmark:** select **End** (you may have other bookmarks in the list).
- Then click **Insert**. You should now have a footer that looks something like this:



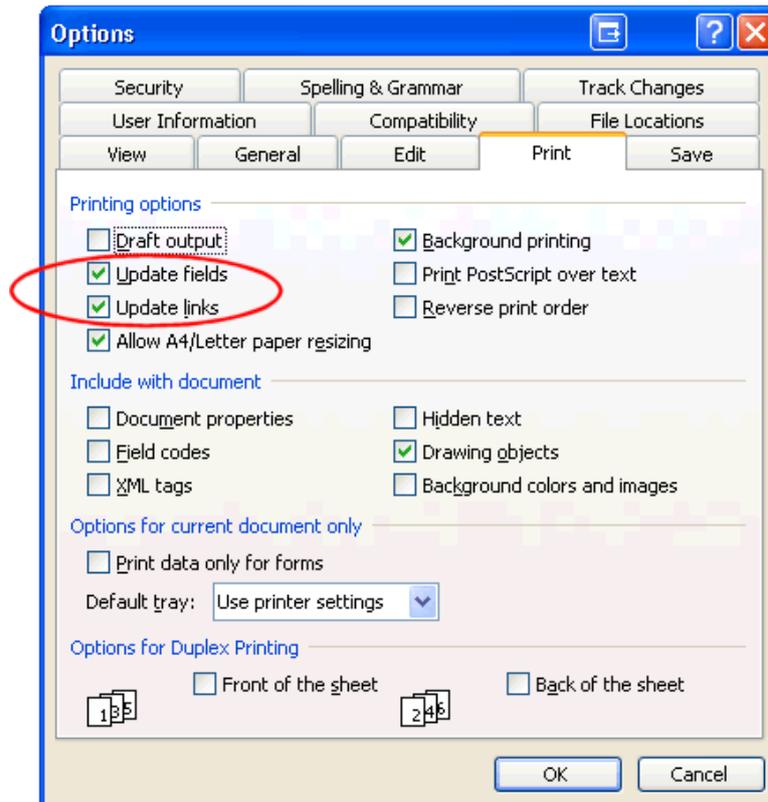
Job done!

## Settings for printing

When you edit a document, you might add or remove a number of pages. This might mean that the page numbers would be wrong, especially for the Table of Contents, for the Index and for any reference links.

Important: Set the Print options to Update Fields and Update Links before you print.

- See menu > Tools > Options > Print > ...



This ensures that the fields are updated immediately before the print run starts.

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## From Philip Tory

Technical Documentation Services

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